LÉA: a pedagogical platform

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More about LÉA
A STUDENT-TEACHER ENVIRONMENT

LÉA is a user-friendly environment whose services aim to enrich your teaching experience and facilitate communication with your students.

In no time, LÉA allows you to distribute documents to your students (course plans, lecture notes, exercises, etc.), return grades, keep track of lateness and absences, send and receive messages, and much more.

These tools have a very specific objective: to facilitate communication with your students while making your life easier.

We invite you to try LÉA and see how simple, quick and efficient it is. We hope it will meet your expectations.

WHAT DOES LÉA MEAN?

From an etymological perspective, LÉA is the incarnation of purity, elegance and simplicity. LÉA also means dream, generosity and open-mindedness.

The French acronym “LÉA” stands for freedom, education, and autonomy. Above all, LÉA gives both students and teachers more freedom and possibility in classroom exchanges. As the needs of the Education community evolve, so do LÉA’s numerous features, which always aim for greater autonomy in teacher-student interactions.

OMNIVOX TECHNOLOGY

Omnivox is used by over 250,000 students and staff members in Québec’s educational institutions. This proven technology offers numerous online services (payment, registration, appointments, consultations, etc.) that are secure, simple and user-friendly.
## List of LÉA features with a brief description

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Gives you access to class summaries and lets you verify student activity over a given period.</td>
</tr>
<tr>
<td>Absences and late arrivals</td>
<td>Lets you keep track of classroom attendance. This tool is linked to the Absences Follow-up in Omnivox. Students will be able to keep track of their absences or late arrivals for a given course.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Create a calendar for your classes and class sections. The calendar will automatically keep track of assignments and their deadlines. You can also add private events that will only be visible by you, not the students.</td>
</tr>
<tr>
<td>Announcements</td>
<td>Share news and updates with your students by publishing announcements.</td>
</tr>
<tr>
<td>Distributed documents</td>
<td>Distribute documents among your students in a class or section. The documents may be in any format. You have 100 MB of space per course.</td>
</tr>
<tr>
<td>Data – import / share</td>
<td>This tool lets you import information (evaluation grids, documents, assignments) from another class, as well as copy the content from a course offered in previous terms.</td>
</tr>
<tr>
<td></td>
<td>You can also share the content of your evaluation grids, assignment instructions and documents with other teachers. You can also define a teaching assistant who will have access to your LÉA account; in this case, you can limit the access rights to certain modules only.</td>
</tr>
<tr>
<td>Class forum</td>
<td>Create discussion forums for your sections and classes. In order for a forum to be accessible, you simply need to “activate” it. You can create forums for all students in a section, or all students in a class regardless of section.</td>
</tr>
<tr>
<td></td>
<td>Team forums are also possible; in this case, you need to designate the team members for whom the forum is created. You can find this tool in “My services”.</td>
</tr>
<tr>
<td>Student list</td>
<td>Gives you access to the “Student list” module in Omnivox.</td>
</tr>
<tr>
<td>Assessment grades</td>
<td>Gives you access to the different options of the “Results – Assessments and final grades” module in Omnivox.</td>
</tr>
<tr>
<td>Assignments and dropbox</td>
<td>This tool allows you to return assignments to all students in your classes or sections; you can also require your students to submit their work via the LÉA platform. After students have submitted their work, you can send back their corrected copies. You can prepare all your assignments in advance by specifying the date on which they will be posted. You can also import assignment instructions from another class or a course offered in a previous term.</td>
</tr>
</tbody>
</table>

**MIO**

MIO is a communication tool that lets you send messages.
## List of LÉA features with a brief description

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about you</td>
<td>This tool lets you provide your contact information, office hours, website address or other additional information.</td>
</tr>
<tr>
<td>Refresh class list</td>
<td>If you think the information presented to you in LÉA is not up to date, you can refresh these lists using the “Refresh lists” button.</td>
</tr>
<tr>
<td>Recommended websites</td>
<td>This lets you store a directory of recommended websites; these can be classified according to category.</td>
</tr>
</tbody>
</table>
Accessing LÉA

LÉA functions together with the data from the Teaching Services. Each term, all the students in each of your classes will be registered in your LÉA account, whether you use it or not. You can access LÉA through OMNIVOX.

The “What’s new?” section notifies you at all times of MIO messages, consultations, etc.

Quoi de neuf?

- 1 consultation non affectée

Services offerts

- LÉA, Enseignement Professeurs Étudiants
  - Résultats d'études, messages aux étudiants et enseignants
  - Suivi des absences et vacances, informations de cours, plannings de travail et plus...
- Annuaire des enseignants
  - Recherchez dans l'annuaire. Pour mettre à jour vos liens, utilisez la méthode "MyWeb personnalisé"
- Dossiers personnels
  - Votre dossier personnel est à jour
- Évaluation de MIO session
  - Début le mercredi 9 octobre 2007
- Horaire et disponibilités de rencontre
  - Consultez le hors ligne et consultez vos disponibilités
- Liste des étudiants
  - Consulrez la liste de vos étudiants
- Recensement des étudiants
  - Confirmation des étudiants en cours de session
- Repères - orientation
  - Obtenez des informations sur les choix de carrière
- Résultats - Notes d'évaluation et finales
  - Visualisez les résultats d'évaluations et notes finales de vos étudiants
- Sondages et consultations
  - Participez à des consultations en ligne
- Suivi des absences
  - Effectuez le suivi des absences de vos étudiants

(*No traduction available)
Selecting a class

- The menu on the left allows you to select among your different classes.
- Once you have chosen a group, you will be able to work on it.

You can also access your different classes and sections from a home page that displays each of your sections, as shown here.
Summary

- Gives you access to a class summary, once you have chosen the class. For classes with several sections, you will need to select the section.
- Allows you to verify your students' actions over a given period.
Absences and late arrivals

- The menu on the left gives you access to the attendance management tool.
- This tool links to the Absences Follow-up module in Omnivox.
- Students will be able to keep track of their absences or late arrivals for a given class.

![Absences Follow-up](image)

```
Absences Follow-up
202-BZF-05 Organic Chemistry I class 05

Absences report up until OCTOBER 20, 2009

List sorted by Lastname, Firstname

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Last name, First name</th>
<th>Absences report</th>
<th>Number of hours of absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>4020371</td>
<td>Milled, James</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020405</td>
<td>Barth, Nathaniel</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4021168</td>
<td>Bastien, Angela</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4021196</td>
<td>Beaudoin, Audrey</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020626</td>
<td>Bouchard, David</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020974</td>
<td>Beaudoin, Vincent</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020976</td>
<td>Beaudoin, Dori</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020474</td>
<td>Bouchard, David</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020805</td>
<td>Beaudoin, Vincent</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020506</td>
<td>Beaudoin, Dori</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020975</td>
<td>Beaudoin, David</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020977</td>
<td>Beaudoin, Vincent</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4020978</td>
<td>Beaudoin, Dori</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
```

**Class calendar**

- This tool lets you create a calendar for your classes and sections.
- The calendar will automatically keep track of assignments and their deadlines.
- You can also add private events that will only be visible to you, not the students.


**Announcements**

- This tool lets you publish announcements to your students, informing them of new developments or updates.

- To send an announcement to students in a section or class, select the “Add an announcement” option for the designated group. The number of announcements sent to each group is displayed at the top.

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**Announcements summary**

**as of October 26, 2009**

David Adley (06004) • Fall 2009

- **Announcements list**
  - 202-BZF-05
    - 9 announcements
    - sect. 05
    - Add an announcement
    - 44 students
  - 210-301-DW
    - no announcement
    - sect. 01
    - Add an announcement
    - 12 students

Add an Announcement for all of my classes
Add an Announcement for all the sections of course 202-BZF-05
Add an Announcement for all the sections of course 210-301-DW
Distributed documents

- This tool lets you distribute documents to students in a class or section.
- The documents may be in any format.
- You have 100 MB of available space for each course.

Distributed Documents
202-BZF-05 ORGANIC CHEMISTRY 1 section 05

<table>
<thead>
<tr>
<th>Document</th>
<th>Students having retrieved</th>
<th>View or download the document</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE HOURS</td>
<td>16 / 44 since Sep 11, 2009</td>
<td>officeHour2009.pdf 55 KB</td>
<td></td>
</tr>
<tr>
<td>LECT1AUG24 Lecture notes, Formal charge, resonance</td>
<td>24 / 44 since Aug 25, 2009</td>
<td>exp24.pdf 1.1 MB</td>
<td></td>
</tr>
<tr>
<td>LECT2AUG27 Same as Lect2A</td>
<td>13 / 44 since Aug 27, 2009</td>
<td>aug27Lect2.pdf 1.0 KB</td>
<td></td>
</tr>
<tr>
<td>LECT3AUG26</td>
<td>20 / 44 since Aug 27, 2009</td>
<td>aug26Lect3.pdf 880 KB</td>
<td></td>
</tr>
</tbody>
</table>
There are 2 steps to adding a document:

Step 1: describe the document, designate the group it is being distributed to and when it will be available (see opposite);

Step 2: upload the document (see below).

It is recommended that you categorize your documents so that students can find them easily.
Léa pedagogical platform – quick reference

Data importation and sharing

You can access this tool via the “Data import / share” tab in the left-hand menu.

Use it to:

- import content (evaluation grids, documents, assignment instructions) from other classes;
- copy content from a course offered in previous terms;
- share the content of your evaluation grids, assignment instructions and distributed documents with other teachers;
- define a teaching assistant for your class who will have access to your LÉA account. You can limit the access rights of an assistant to certain modules only.

Import from another class

- **202-BZF-05 ORGANIC CHEMISTRY I section 05**
  - You can access this tool via the “Data import / share” tab in the left-hand menu.

  **Using an evaluation grid from another class**
  - If you have already used the same evaluation grid in another class, you can select a course in the drop-down menu. This will display the available evaluation grids and allow you to select the one you want to import.

Add distributed documents from another class

- If you have already used the same document in another class, you can select a course in the drop-down menu. This will allow you to import the documents from that class.

Add assignment instructions taken from another class

- If you have already used the same assignment instructions in another class, you can select a course in the drop-down menu. This will allow you to import the assignment instructions from that class.

Share this data with other teachers

- **202-BZF-05 ORGANIC CHEMISTRY I section 05**
  - You can access this tool via the “Data import / share” tab in the left-hand menu.

  **Share your evaluation grid with other teachers**
  - You can share your evaluation grid with other teachers who have the same discipline as your course. Choose the teachers you want to share the grid with, and they will receive an email notification.

  **Share your assignment instructions with other teachers**
  - You can share your assignment instructions with other teachers who have the same discipline as your course. Select the teachers you want to share the instructions with, and they will receive an email notification.

  **Share your distributed documents with other teachers**
  - You can share your distributed documents with other teachers who have the same discipline as your course. Select the documents you want to share, and they will receive an email notification.

Teaching Assistance

- **202-BZF-05 ORGANIC CHEMISTRY I section 05**
  - You can access this tool via the “Data import / share” tab in the left-hand menu.

  **Add a teaching assistant**
  - Click on the Add option to add a teaching assistant to your class. Enter the email address of the assistant, and they will receive an email notification.

  **No assistant is defined for the selected class**
  - If there is no teaching assistant defined for your class, you can add one by following the instructions provided.
When importing a document distributed in a previous term (Fall 2008):

- **You must choose the term, the course, and the document:**

- **It will be added to the list of distributed documents**
**Class forum**

- This tool lets you create discussion forums for your classes and sections.
- To make the forums accessible, you simply need to "activate" them.
- You can create forums that are accessible to all students in a section, or all students in a class regardless of section.

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**LÉA - Discussion forums**

LÉA offers you discussion forums that are meant to be constructive communication areas, which aim to encourage students to work together and help each other. Teachers who wish to do so may participate in these forums.

Class forums

Class discussion forums are private discussion forums that allow the students from the same class to communicate with one another as well as with the teacher.

- **Activation required**: Forums for each of your classes will only be available if you activate them beforehand.
- A class forum is only open to the students and teacher(s) of that class.
- As the teacher of the class, you can only participate in the class discussion forums, you can also moderate them if needed (delete all undesirable content).

<table>
<thead>
<tr>
<th>Forums</th>
<th>Last Message</th>
<th>Subjects</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>201-205 16 sec. 65</td>
<td>This forum is not available. Activate this forum now.</td>
<td>Organic Chemistry</td>
<td></td>
</tr>
<tr>
<td>218-391 16 sec. 91</td>
<td>This forum is not available. Activate this forum now.</td>
<td>Analytical Chem Tech</td>
<td></td>
</tr>
</tbody>
</table>

**Team forum**

- You can also create team forums. You will need to designate the members of the team for whom the forum is created. You will find this tool in the "My services" section.
- To launch a discussion, the teacher must choose the forum to be worked on from the list of forums and click on "New subject" when the window opens.

---

**Team forums**

Team discussion forums allow teams of students to exchange ideas amongst themselves. A team forum is a private forum that can only be accessed by the students you have designated as well as by the class teacher.

- **Activation required**: Student team forums will only be available if you activate them beforehand and selected the students who are to have access to it.
- As the teacher of the class, you can not only participate in the team discussion forums, you can also moderate them if needed (delete all undesirable content).

<table>
<thead>
<tr>
<th>Forums</th>
<th>Last Message</th>
<th>Subjects</th>
<th>Messages</th>
</tr>
</thead>
</table>

You have not defined any team forums.

You can define team forums by using the "Add a team forum" link.
**Student list**

- This gives you access to the Student list module in Omnivox.

**Assessment grades**

- This tool gives you access to the “Results – Assessments and final grades” module in Omnivox.
Assignments and dropbox

- This tool lets you return assignments to students in a section or class.
- You may request that students submit their assignments via the LÉA platform.
- After having loaded the students’ assignments and corrected them, you can send each of your students a corrected copy of their assignment.
- You can also prepare all your assignments ahead of time by specifying the date they will be published.
- You can also import assignment instructions from other classes or from classes offered in previous terms.
Information about you

- This tool lets you provide your contact information, website address or other additional information.

- First you must define your office hours:

  Your office hours
  David Adley

  We invite you to input your hours of availability to meet with your students. Students taking your courses will then be able to consult them using Omnimax.

  Current office hours
  Monday  No office hour defined
  Tuesday No office hour defined
  Wednesday No office hour defined
  Thursday No office hour defined
  Friday No office hour defined

- You can show your contact information with your office hours. Students will be able to access MIO as well as the list of recommended websites.
**Recommended websites**

- This tool allows you to store a directory of recommended websites and is accessible via the "My services" menu.

- You can classify your web sites by category

---

**Recommended Websites**

**by David Adley**

**Introduction**

From this page, you can recommend websites to your students. Please note that all students from your establishment will have access to the links you recommend.

For each recommended website, you can enter a title as well as a description. You can also classify your sites into categories. We suggest that you regularly check the sites you recommend to your students to ensure that the hyperlinks are still valid.

**Add a recommended Website**

<table>
<thead>
<tr>
<th>Website Title</th>
<th>Modify</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOU TUBE VIDEOS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGANIC CHEMISTRY SONG BY PROFESSOR</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MODERN TIMES</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MODERN TIMES</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MODERN TIMES</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CYCLICAL CHEMISTRY</td>
<td></td>
<td>X</td>
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<tr>
<td>CYCLICAL CHEMISTRY</td>
<td></td>
<td>X</td>
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<td>CYCLICAL CHEMISTRY</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>CYCLICAL CHEMISTRY</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SUBSTITUTION AND EMOBILIZATION</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SUBSTITUTION AND EMOBILIZATION</td>
<td></td>
<td>X</td>
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<tr>
<td>SUBSTITUTION AND EMOBILIZATION</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SUBSTITUTION AND EMOBILIZATION</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**MIO**

- MIO is a communication tool that lets you send messages to your students (according to their name, or the class or section they belong to).
- A photo of the student appears with the message.
- MIO also lets you see who has read the sent messages.
Email notification: this option lets you be informed by email (at the address of your choice) whenever you receive new MIO messages. You will find this option in the MIO “Options” menu.
**The Help section**

- On the right of the home page, you will see an “Information” box that contains the help section.

**LÉA student menu**

- Before entering LÉA, students will see notifications in the “What’s new?” section concerning documents, assignments, announcements or grades added by their teacher.
**Submitting assignments**

- Students click on the title of the assignment, and this window will appear.
- The file being submitted must not exceed 3 MB.
- Please note the instructions concerning file names.
- Students must click the Save button when they are done.

**Procedure for correcting student assignments and returning them via LÉA**

The students have submitted their assignments; now you would like to correct them and return them through LÉA.

1. Go to “Assignments and dropbox” and LÉA will display the list of all your assignments.

---

**Assignments summary**  
*as of October 27, 2009*  
David Askey (00004) - Fall 2009

**Instructions**

This service allows you to distribute assignment instructions to each of your classes, on the dates of your choice. For each assignment, you can ask for submission in-class or via LÉA.

When you distribute new assignment instructions, your students will be informed as soon as they enter the system and will be able to view them. On the same occasion, they will also be told of the submission date of the assignment as well as the type of submission (in-class, via LÉA).

To access the list of assignments for a class, click on the binder or on the “Assignments list” link. To distribute new assignment instructions for one of your classes, click on “Distribute a new assignment”.

For a specific course, choose “Assignment list” to see the assignments for that course.
You will see the deadline, the assignment file, and the number of assignments submitted.

2. Click on the number in the “Assignments submitted” column.

   In this case, the numbers are 26/35; therefore, 26 out of 35 students have submitted their assignment.

3. A list of assignments submitted by your students will appear.
4. First, click on the blue arrow (1) to download the assignments. Once you have corrected them, click on the green arrow (2) to transfer the corrected copies back.

5. After clicking on the blue arrow, you will need to save a Winzip file on your workstation.

You must download the assignment on your workstation to save a copy of the file. This step is important since it allows you to move on to the next step.
You will need to locate the compressed file in its folder in order to decompress it:

6. Right-click on the file and choose the “Extract all” option:

7. You will then have a folder containing a list of all the students’ assignments.

In order to easily identify the files, ask your students to include their first and last names in the assignment filenames.

8. Once you have corrected the assignments, you will need to compress the folder containing the corrected files. Right-click on the file and choose the “Send to” option, then “Compressed (zipped) Folder”.

This is the compressed folder that will be uploaded to LÉA.
Léa pedagogical platform – quick reference

9. Return to the assignment submission page, and this time click on the green arrow.

Submit assignments
Essay 1
346-61X-03 APPLIED THEMES IN HUMAN, section 10

Summary as of October 27, 2009 at 00:41
The deadline to submit this assignment is October 9, 2009.
As of October 27, 2009 at 00:41, 40 students out of 35 have submitted this assignment.

Downloading assignments
To download an individual assignment, click on the download icon located on the right of the student's name. To download assignments received to date, click on the icon "Download on my computer all students' assignments.

ATTENTION: We always recommend waiting a few minutes after the deadlines before downloading assignments to ensure that students with a slower Internet connection have completed their transmission.

Return corrected assignments to students
After having looked at the students' assignments and having corrected them, you can send each of your students a corrected copy of their assignment. To do so, click on the "Transfer the corrected copies of the assignments" icon and follow the instructions on your screen.

Return corrected assignments to students
346-61X-03 APPLIED THEMES IN HUMAN, section 10

Instructions
By using this page, you can transmit students a corrected copy of their assignments.

Procedure
In order for a corrected copy to be recognized by LÉA, it must contain the student(s)' ID number in the file name. If you wish to send multiple files to the same student, you must create a compressed file (ZIP file format).

The file size must be less than 50 MB.

Several methods can be used to transmit corrected copies in LÉA. Here are examples of common situations:

1. Transmit a corrected copy to a single student
To transmit a corrected copy to a student number 0123456, you could upload a file named "0123456_Assignment1.doc".

2. Transmit a corrected copy to a team
For a team consisting of a student 0123456 and a student 6543210, you could upload a file named "0123456-6543210_Assignment1.doc".

3. Transmit multiple corrected copies in a single upload
To save time, you can upload multiple corrected copies in a single upload. To do so, you must create a compressed file (ZIP file format) named "Assignments.zip". This file can contain corrected copies to be transmitted to students or teams.

Select the file using the "Browse" button, then click on "Transmit".

Transmit

Close this window

- This form will open, and you will be able to transfer the assignments to LÉA.
- LÉA recognizes the students by the titles of the corrected files.
- Be careful! Do not change the filenames, as LÉA recognizes the file according to its designated number.

If you have questions or problems using LÉA, do not hesitate to contact us at extension 615, or by email at mj.desrochers@cgodin.qc.ca or g.boulanger@cgodin.qc.ca